

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
Chief Information Office Bureau (CIOB)

**CAREER TRANSFER OPPORTUNITY FOR
INTERMEDIATE TYPIST CLERK**



Chief Information Office Bureau (CIOB) is seeking a qualified individual to fill the position of Intermediate Typist Clerk. The successful candidate will perform clerical and administrative duties for DMH CIOB's Solutions Development Section. Solutions Development Section is comprised of the Application Development Unit, Application Support Unit and the Web Development Unit. DMH CIOB is responsible for delivering information technology services and solutions to the Department, clinics and service providers.

Desirable qualities include:

- Strong interpersonal skills with the ability to work effectively with management, technical staff, County departments, government and community agencies
- Proficient in the operations of computer systems such as Microsoft Word and Excel and Outlook
- Ability to work independently and as a team player
- Strong organizational skills and demonstrate ability to exercise good judgment
- Positive attitude and the ability to work in a demanding environment
- Ability to work on multiple projects and assignments at the same time, meet critical deadlines, and ensure quality work products that are thorough and complete
- Strong written and oral communication skills
- A good working knowledge of the County's policies, procedures, and practices

Example of Duties:

Specific duties include the following:

- Processes time-keeping documents (i.e. ROTO's, Timecard Adjustments, etc.)
- Checks documents for completeness, accuracy, proper format, and compliance with section standards and other requirements
- Reserves conference rooms for meetings
- Files documents including important and sensitive ones
- Operates office equipment such as printers, scanners, fax machines, plotters and projectors
- Processes Special Requests

Example of Duties Continued:

- Monitors Application Change Request emails and notifies unit supervisor of requests
- Update section's SharePoint staff calendar
- Creates retrospective reports for software development teams
- Creates and updates Microsoft Excel spreadsheets, Word Documents, and PowerPoint presentations
- Prepare inter-office notices, letters, bulletins, and memoranda
- Takes notes during meetings

Who to Contact: Interested applicants who are **currently** holding the ITC item, may submit their resume, last two (2) Performance Evaluations and last two (2) years of master timecards.

Robert Rivera, IT Manager
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Recruitment will continue until vacancy is filled

Resumes will be reviewed and only the most qualified candidates will be called for an interview.